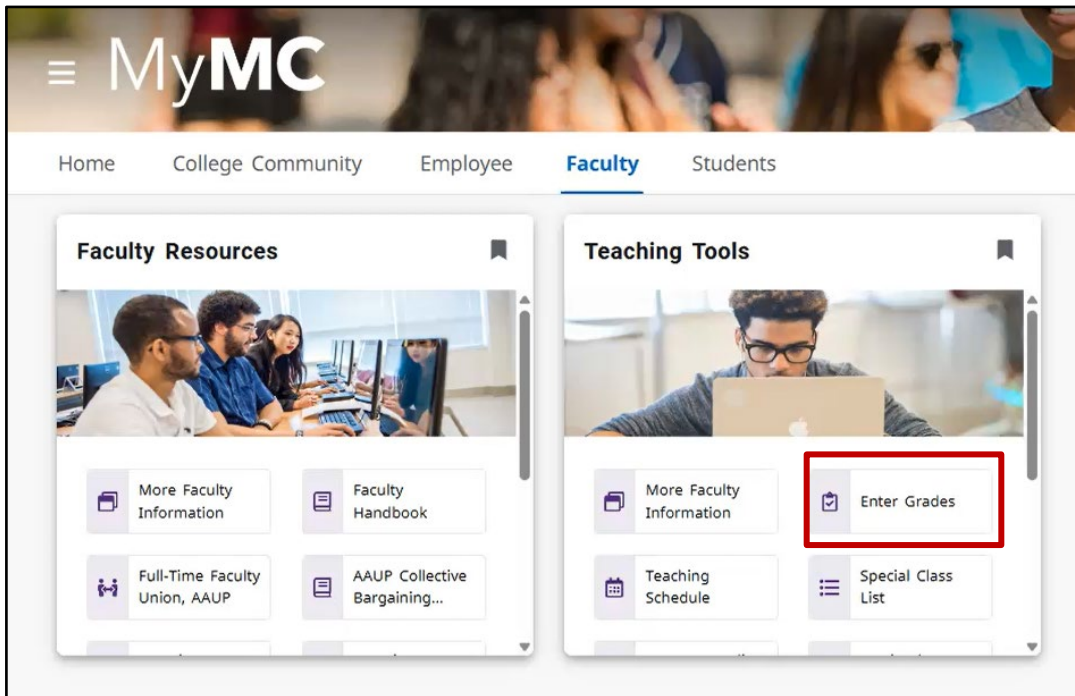


## Entering Grades

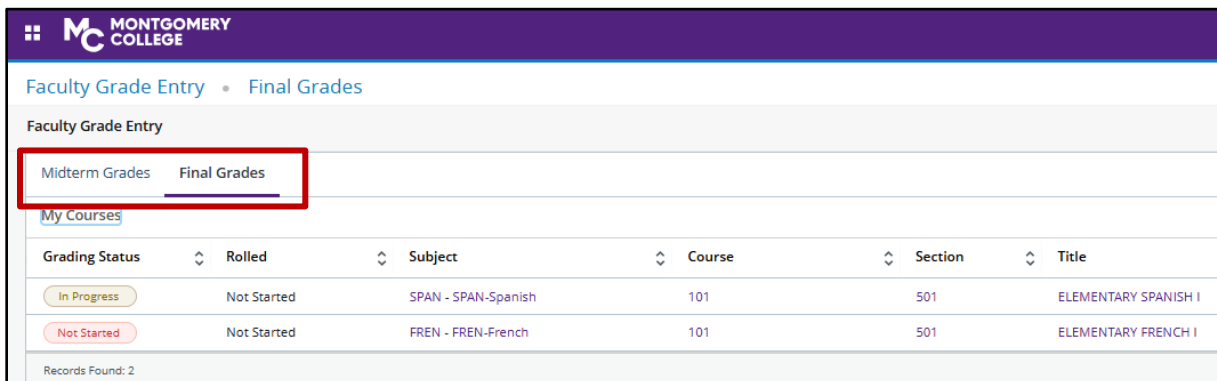
There are two ways to enter grades via MyMC: use the Teaching Tools card or the Banner Faculty Resources link. See the directions below.

### Teaching Tools Card

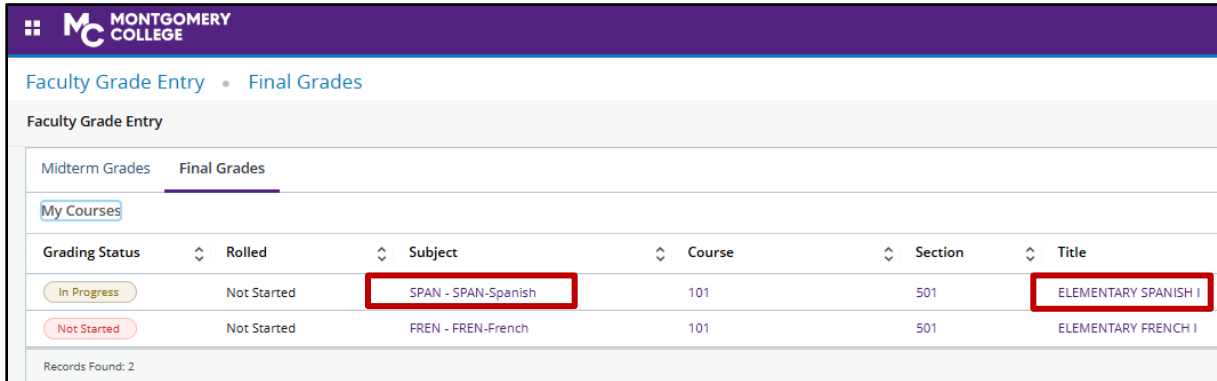
1. Log in to MyMC and go to the MyMC home page.
2. Go to the “Teaching Tools” card and click **“Enter Grades.”**



3. The page opens with final grades as a default. Click the midterm grades to enter your course midterm grades, if applicable.



- Click the course subject or course title hyperlink to open the course roster.



Faculty Grade Entry • Final Grades

Faculty Grade Entry

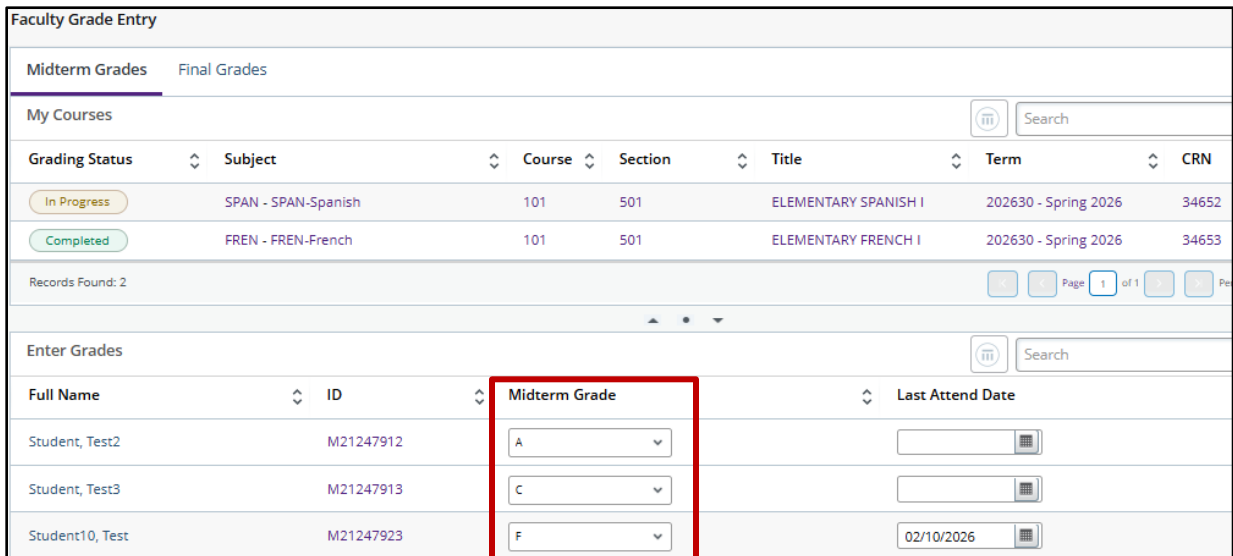
Midterm Grades Final Grades

My Courses

Grading Status	Rolls	Subject	Course	Section	Title
In Progress	Not Started	SPAN - SPAN-Spanish	101	501	ELEMENTARY SPANISH I
Not Started	Not Started	FREN - FREN-French	101	501	ELEMENTARY FRENCH I

Records Found: 2

- In the course detail section, scroll down to view all of your students. Enter your midterm or final grades.



Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	SPAN - SPAN-Spanish	101	501	ELEMENTARY SPANISH I	202630 - Spring 2026	34652
Completed	FREN - FREN-French	101	501	ELEMENTARY FRENCH I	202630 - Spring 2026	34653

Records Found: 2

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date
Student, Test2	M21247912	A	
Student, Test3	M21247913	C	
Student10, Test	M21247923	F	02/10/2026

**Note:** For final grades, if the student has an "F" or a "U" grade, you will need to enter the last date of attendance.

**Faculty Grade Entry**

Midterm Grades    Final Grades

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My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	SPAN - SPAN-Spanish	101	501	ELEMENTARY SPANISH I	202630 - Spring 2026	34652
Not Started	Not Started	FREN - FREN-French	101	501	ELEMENTARY FRENCH I	202630 - Spring 2026	34653

Records Found: 2 Page 1 of 1 Per Page

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Enter Grades Search

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Student, Test2	M21247912	A	A		
Student, Test3	M21247913	C	I		
Student10, Test	M21247923		F		02/10/2026

- After entering all of your grades, scroll down to the bottom right corner and save your grades. Click **“Save.”** If you made a mistake, click **“Reset”** to start over.

Save

Reset

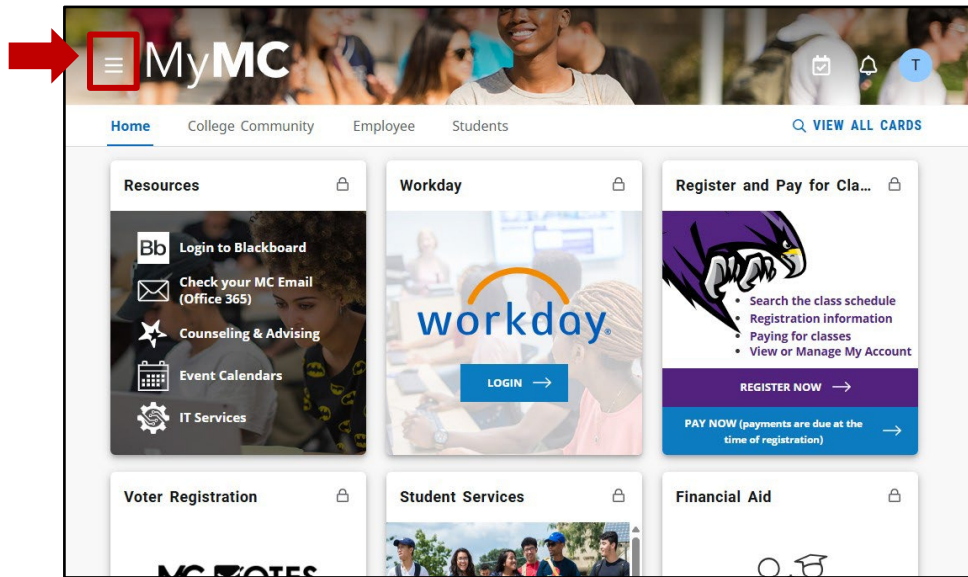
- After saving, a **“Save Successful”** confirmation will appear.

**Note:** Once grades have been rolled into academic history, any additional changes must be submitted to the registrar.

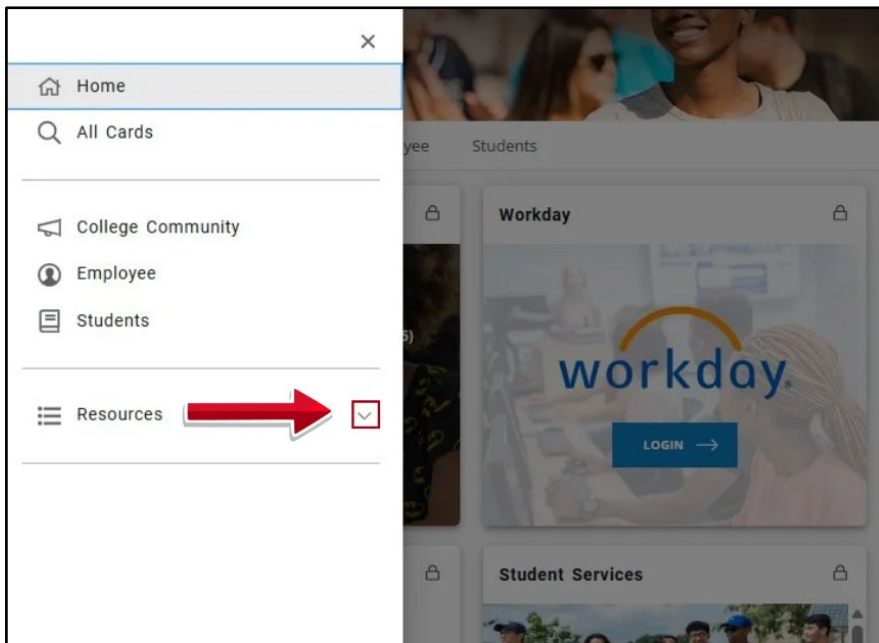
For answers to frequently asked questions from faculty on grade reporting, NA placeholders, and student attendance, go to:  
<https://info.montgomerycollege.edu/resources/faq-reporting-grades.html>.

## Faculty Banner Resources Link

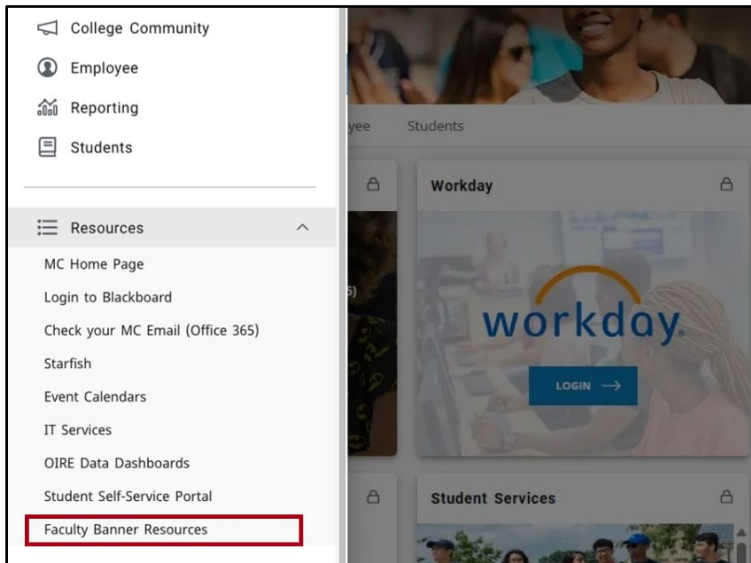
- Log in to MyMC and go to the MyMC home page
- In the top left corner, click the three lines next to MyMC, also known as a hamburger or main menu.



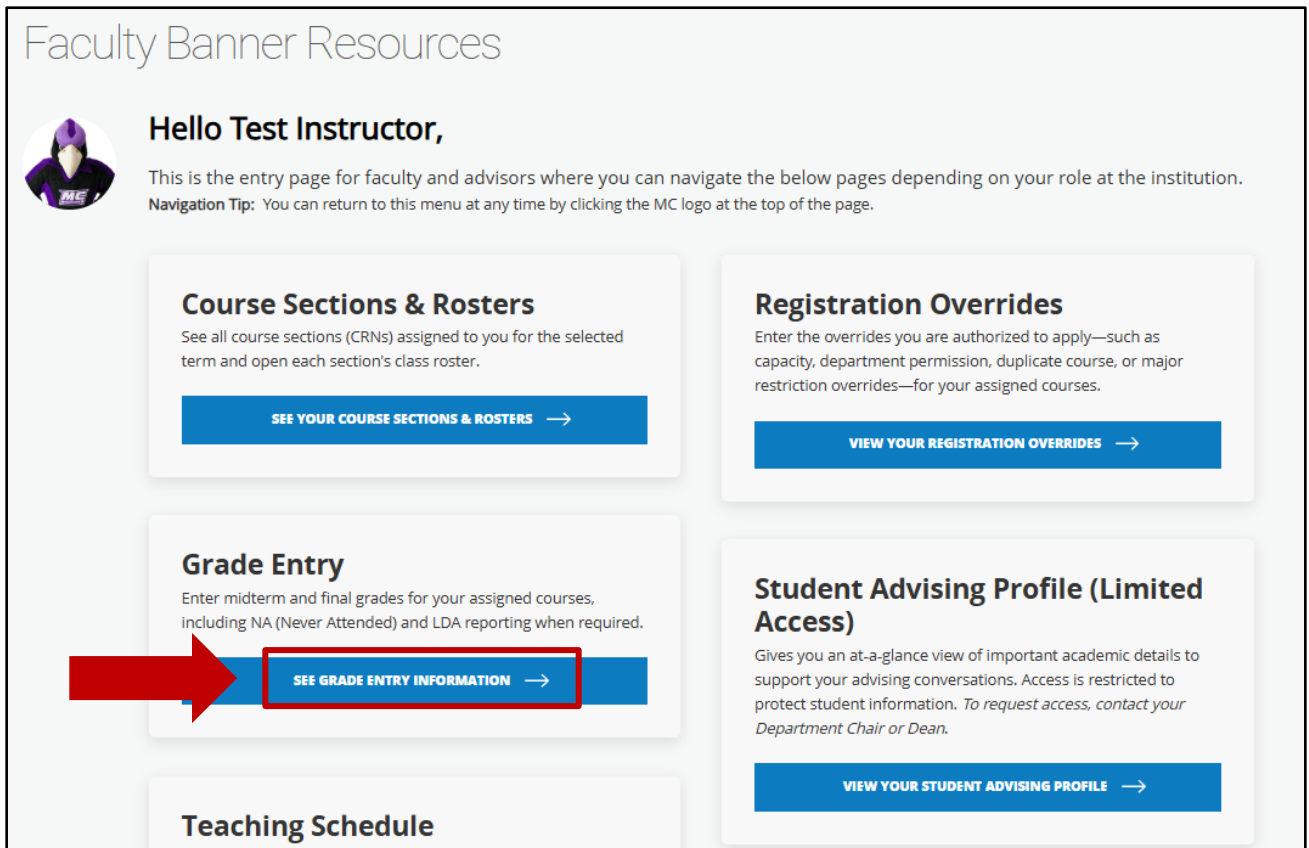
3. Click the **Resources** drop-down menu.



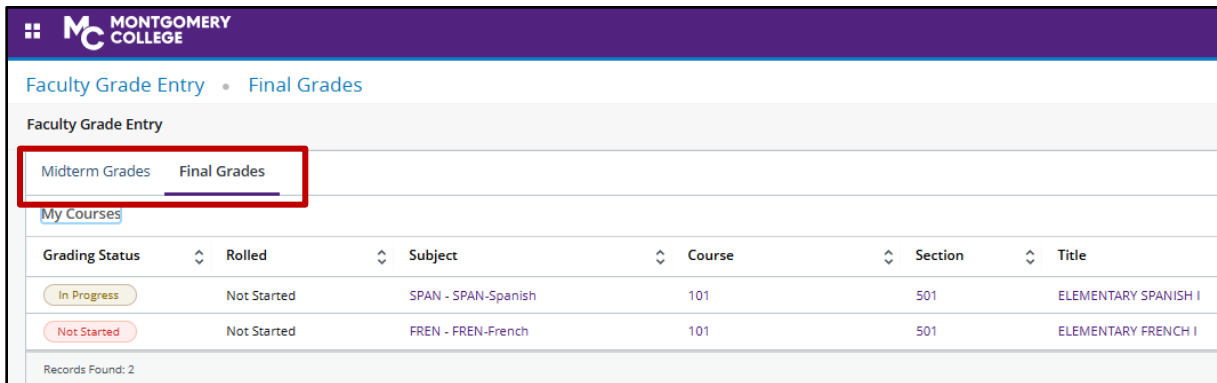
4. Click the “Faculty Banner Resources” link.



5. The Faculty Banner Resources page appears. Click “See Grade Entry Information.”



- The page opens with final grades as a default. Click the midterm grades to enter your course midterm grades, if applicable.



Faculty Grade Entry • Final Grades

Faculty Grade Entry

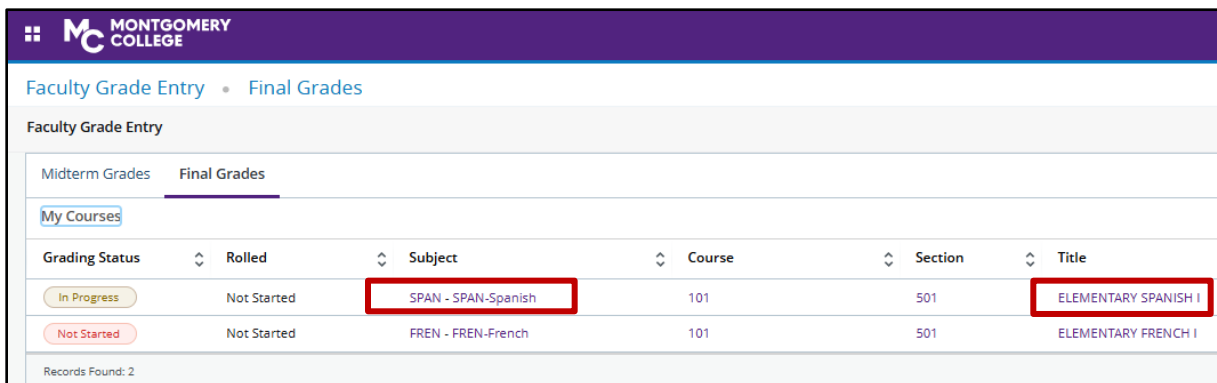
Midterm Grades Final Grades

My Courses

Grading Status	Rolls	Subject	Course	Section	Title
In Progress	Not Started	SPAN - SPAN-Spanish	101	501	ELEMENTARY SPANISH I
Not Started	Not Started	FREN - FREN-French	101	501	ELEMENTARY FRENCH I

Records Found: 2

- Click the course subject or course title hyperlink to open the course roster.



Faculty Grade Entry • Final Grades

Faculty Grade Entry

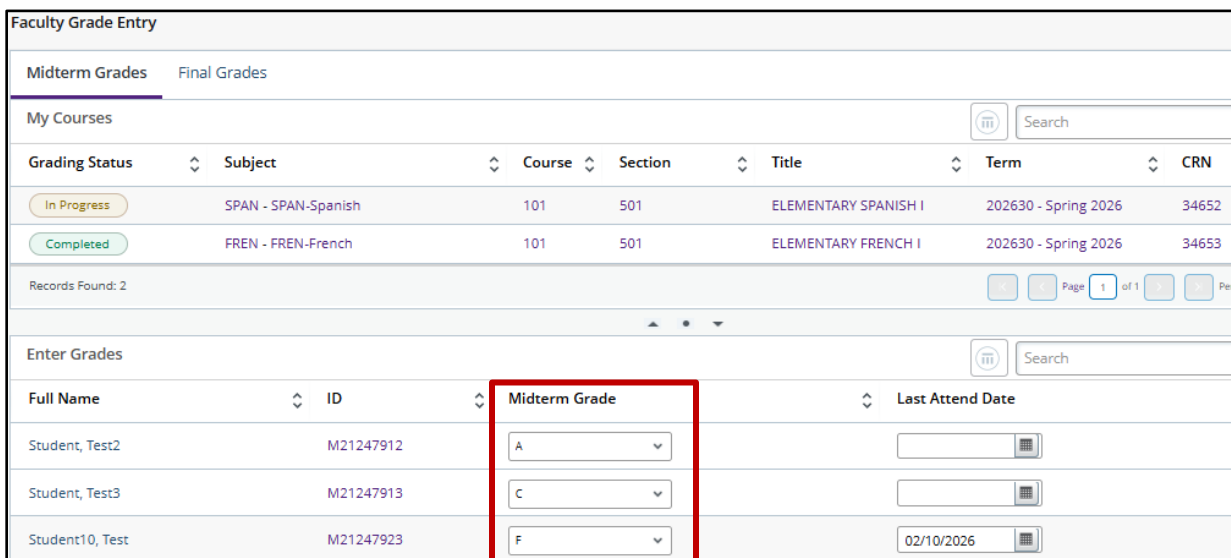
Midterm Grades Final Grades

My Courses

Grading Status	Rolls	Subject	Course	Section	Title
In Progress	Not Started	SPAN - SPAN-Spanish	101	501	ELEMENTARY SPANISH I
Not Started	Not Started	FREN - FREN-French	101	501	ELEMENTARY FRENCH I

Records Found: 2

- In the course detail section, scroll down to view all of your students. Enter your midterm or final grades.



Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	SPAN - SPAN-Spanish	101	501	ELEMENTARY SPANISH I	202630 - Spring 2026	34652
Completed	FREN - FREN-French	101	501	ELEMENTARY FRENCH I	202630 - Spring 2026	34653

Records Found: 2

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date
Student, Test2	M21247912	A	
Student, Test3	M21247913	C	
Student10, Test	M21247923	F	02/10/2026

**Note:** For final grades, if the student has an "F" or a "U" grade, you will need to enter the last date of attendance.

**Faculty Grade Entry**

Midterm Grades | **Final Grades**

My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	SPAN - SPAN-Spanish	101	501	ELEMENTARY SPANISH I	202630 - Spring 2026	34652
Not Started	Not Started	FREN - FREN-French	101	501	ELEMENTARY FRENCH I	202630 - Spring 2026	34653

Records Found: 2 Page 1 of 1 Per Page

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Enter Grades Search

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Student, Test2	M21247912	A	A		
Student, Test3	M21247913	C	I		
Student10, Test	M21247923		F		02/10/2026

- After entering all of your grades, scroll down to the bottom right corner and save your grades. Click **“Save.”** If you made a mistake, click **“Reset”** to start over.

Save

Reset

- After saving, a **“Save Successful”** confirmation will appear.

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